

Position Description

Position Title: Combined Federal Campaign Director

Unit/Organization: Combined Federal Campaign Department

Reports To: Vice President, Campaign Department UWGDA

Purpose of Position: Responsible for the lead staff management of the Combined Federal Campaign fund drive according to Federal Regulation 19146 OPM 5CFR Part 950 for federal civilian and uniformed personnel in eleven counties. All monies raised will be for CFC beneficiaries in support of local, national, and international health and welfare services that are in compliance with the general regulations under the Director of the Federal Executive Association and supervision of United Way. Supervise all campaign activities including training, personnel, Loaned Executives, audit, campaign promotions, awards and recognition. To coordinate these activities with the overall community-wide effort and principal combined fund organization's department.

KEY RESPONSIBILITY AREA: Manage CFC

- A. Secure the endorsement of federal leadership regarding the maximum involvement with the Principal Combined Fund Organization (UWGDA) and the Combined Federal Campaign.
- B. Interpret and act upon the federal regulations and those policies and procedures which Combined Federal Campaign should follow so as to ensure these responsibilities are fulfilled.
- C. Assume a key leadership role in mediating problems, which may affect the success of the Combined Federal Campaign.

KEY RESPONSIBILITY AREA: Manage Campaign Activities

- A. To coordinate campaign activities with federal commanders, CEO's, United Way and other CFC recipients to ensure federal commitment to the campaign.
- B. To manage recruitment of chairpersons, key workers and Loaned Executives. Train key workers to provide to peers in their work place, information according to Office of Personnel Management federal regulation regarding designation choices.
- C. Support and direct the Combined Federal Campaign Chairman, Vice-Chairman and other leadership as necessary.
- D. Develop and implement training sessions at all federal work-sites.
- E. Supervise daily campaign audit with WPAFB, DESI, VA and other government installations to ensure accuracy and continuity between federal organizations and United Way audit.

KEY RESPONSIBILITY AREA: Recognition/Awards Program

- A. To manage and implement federal recognition programs such as Pillar Club (Pillar and double Pillar givers) – outside volunteer Service Awards.
- B. To ensure expediency in delivery of recognition device to chairpersons and contributors.

KEY RESPONSIBILITY AREA: Ensure fulfillment of contractual agreement between FEA and PCFO.

- A. To meet with the Federal Executive Association on a regular basis to ensure a meaningful federal involvement with the federated agencies that are represented in the Combined Federal Campaign. Approximately 1360 organizations.
- B. To work in conjunction with PCFO (United Way of Greater Dayton Area) and Federal Executive Association in establishment of annual budget approval.
- C. To maintain administration financial control of CFC budget within contractual agreement between Federal Executive Association and United Way.

KEY RESPONSIBILITY AREA: Training and supervising of CFC Loaned Executives Program.

- A. Coordinate and communicate all campaign activities and specific duties to Loaned Executives.
- B. Provide training and supervise all activities of Loaned Executives for the CFC campaign.

KEY RESPONSIBILITY AREA: Supervise Campaign Support Activities

- A. Develop all appropriate material in accordance with the Office of Personnel Management regulations e.g. pledge card. CFC weekly newsletter, contributors leaflet agency listing, key-workers/chairpersons' training.
- B. Develop overall campaign timetable, campaign case, and strategies
- C. Organize and conduct CFC kickoff
- D. Speak at important meeting in Federal organizations
- E. Maintain on-going campaign awareness with personal visits to the federal Commanders to foster greater support for and understanding of the Combined Federal Campaign.

KEY RESPONSIBILITY AREA: CFC Designations Program

Handle exceptions in accordance with federal regulations, make contact when needed and serve as primary interface with PCFO (UWGDA).

KEY RESPONSIBILITY AREA: Supervision

Currently supervise work of one Secretary II who has primary supportive responsibility for the functions of the Combined Federal Campaign. Establish performance objectives evaluate performance, recommend salary.

KEY RESPONSIBILITY AREA:

- A. Represents Combined Federal Campaign in community activities
- B. Serve on Policy and Advisory Boards which address significant civilian and federal community issues
- C. Represent at protocol activities.
- D. Represent Combined Federal Campaign at United Way Cabinet, Marketing Committee, Financial Resource Development meetings and fund-raising Executive Committee.

JOB RELATIONSHIP WITH:

All United Way Departments and the participating non-profit organizations in the Greater Dayton Area Combined Federal Campaign, Federal Executive Association and Commanders/Directors of Federal Installations.

MINIMUM QUALIFICATIONS:

- **Education:** Bachelors Degree or related field preferred
- **Experience:** Four years experience in fund raising, military background helpful, planning and governmental relations preferred. Understanding of volunteer-staff relationships.
- **Skills:** Ability to organize, plan and implement activities to archive objectives. Ability to effectively communicate both orally and in writing. Skills in human relations, and the ability to motivate both staff and volunteer. Ability to work as part of a total staff team. Computer literate.

TOTAL NUMBER OF PERSONS SUPERVISED:

One Secretary II and complimentary number of Loaned Executives

BUDGET: To act in accordance with Federal Executive Association policies.

Note: Additional equivalent/related experience may be substituted for part of the educational requirements.